

Accountant – Senior
Division of Executive Budget and Finance
State Controller’s Office

Position Number: 318081

Position Summary

Assist in the preparation of the State's financial statements in accordance with generally accepted accounting principles (GAAP), as reported in the Comprehensive Annual Financial Report (CAFR). Review, analyze, track and compile GAAP-based financial information for various funds and agencies of the State with highly complex financial activity. Design and maintain computer-based methods to convert data from the budgetary basis reporting system to governmental GAAP. Analyze and incorporate financial activity and data from the PeopleSoft central system and other sources into the financial statements. Apply internal controls to ensure reliability of processes. Research and prepare recommendations to address accounting and reporting issues. Participate in special projects.

35% A. Compile and review data for financial statements and accompanying footnotes of the General Fund and individual funds with a high level of complexity, to be presented in the CAFR.

- A1. Develop, from the State's PeopleSoft-based system and other sources, GAAP fund trial balances, adjusting entries and information to be included in the financial reporting packages distributed to State agencies for use in preparing financial information and statements for the CAFR.
- A2. Conduct desk reviews of GAAP conversion data with a high level of complexity applying governmental accounting principles and a knowledge of State information systems. Identify and follow up on problem or potential issues identified during the reviews.
- A3. Assist in analyzing and compiling data reported in the fund level and government-wide financial statements, and for the accompanying footnotes included in the CAFR.
- A4. Assist in preparing certain sections of the CAFR as assigned (financial section, footnote disclosures, management discussion and analysis, statistical section schedules, introductory section, etc.).
- A5. Apply internal controls and professional judgment to ensure reliability of processes and accuracy of information.

35% B. Assist Financial Reporting Section staff accountants in the design, implementation and maintenance of systems and procedures to convert the state's statutory basis of financial accounting to a governmental GAAP basis of financial reporting.

- B1. Perform reconciliations of moderately complex accounts to meet reporting requirements. Prepare queries, analyze data, and develop reports for use in reconciliations and for distribution to agencies.
- B2. Assist in analyzing accounting and reporting practices implemented by SCO and State agencies to determine changes needed to conform with governmental GAAP. Prepare recommendations for procedural changes or for improvements to internal controls.
- B3. Perform preliminary research on accounting issues identified during the GAAP conversion process.
- B4. Analyze and interpret the application of pronouncements promulgated by the Governmental Accounting Standards Board in relation to the State's financial practices and reporting.
- B5. Assist in drafting and updating sections of the State GAAP Conversion Policies and Procedures Manual that provides guidance to State agency staff in the conversion process.
- B6. Design and maintain tracking systems and methods for the GAAP conversion process.

10% C. Provide technical assistance to State agency chief accountants and their staff on the annual GAAP conversion process.

- C1. Provide one-on-one technical assistance to State agency chief accountants and their staff on specific procedures applicable to the agency.
- C2. Serve as a financial consultant by answering technical questions posed by State agency accountants regarding various accounting and procedural issues.

10% D. Perform special analysis, reviews, and research.

- D1. Analyze transactions and data from the State's central information system to ensure accuracy.
- D2. Perform research regarding various accounting or finance-related issues.

10% E. Perform other duties as assigned.

- E1. Maintain technical proficiency in accounting principles and practices through seminars, workshops, in-house, or self-directed training.
- E2. Maintain technical proficiency in computer applications and systems through seminars, workshops, in-house, or self-directed training.
- E3. Perform other duties as assigned by the State Controller or supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES

- 1. Knowledge of and ability to apply generally accepted accounting principles (GAAP).
- 2. Ability to identify, establish and maintain effective internal controls within financial reporting processes.
- 3. Knowledge of, and ability to proficiently use, advanced personal computer applications including spreadsheets, databases, word processing, and e-mail.
- 4. Ability to strategically organize large amounts of information.
- 5. Applied knowledge of data processing principles and practices.
- 6. Ability to prioritize and complete multiple tasks in a timely manner.
- 7. Ability to effectively communicate technical information and practical guidance in oral and written formats.
- 8. Ability to establish and maintain effective working relationships with other professionals internal and external to the organization.